



Telecommunications Division
California PUC

CD-ROM Advice Letter Filing Workshop

December 1, 2003

Agenda

Introduction and Welcome

Richard Fish, Telecommunications Division

Rudy Sastra, Telecommunications Division

Sign-In Sheet

Current GO 96A Advice Letter Filing and Processing Changes for CD-ROM Advice Letter Filing

Break

CD-ROM File Format and Naming Requirements

Vince Houben, Information & Management Services Division

Implementation Schedule

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December 1, 2003

Current GO 96A Advice Letter Filing and Paper Processing Tasks

Four copies of AL and tariff sheets

Original – SF

Two – LA CAB/SF CAB

One returned to Filer (with stamped effective dates)

New Tariff sheets separated from Original AL, filed in Company current tariff schedule

Cancelled tariff sheets filed in Company cancelled tariff schedule

Notice of filing published in Commission Daily Calendar

Protest by letter/telegram within 20 days of filing

Public inspection of tariffs in Company offices (D.01-07-026 requires large companies to post tariffs on Web

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*Problems with Current GO 96A Advice Letter Filing and
Paper Processing*

More than 4000 AL filings a year

In 20 years

Number of companies has increased 8000% (21 to 1700)

Number of support staff has increased 50% (2 to 3)

New tariff sheets are not stamped and filed in current tariffs

Cancelled tariff sheets are not filed in cancelled tariffs

Advice Letters are not stamped and returned to filers

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Why use CD-ROM Advice Letters?

One Reason



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Another Reason





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More reasons

Cost Savings

\$0.25 to store 1 GB of electronic files on server

\$410 to store 1 GB of paper files

Cost to store 4000 new ALs per year

On disk file server – 40 cents

Paper in a box - \$656

Efficiency Improvement

Less paper to process (or loose)

Server documents easier to access and distribute than paper files

Goal - Reduce or eliminate paper filings



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Telecommunications Division AL paper reduction experiments

Fall 2002

- Two AL copies eliminated (LA CAB/SF CAB)

- Filers can send original and one extra copy if they want a stamped copy back

- Filer can send in original with e-mail address only (yellow PAL sheet) if they only wish e-mail notification of filing effective date

Spring 2003

- Pilot Project for CD-ROM AL filing (five carriers – large, medium, small LECs)

- Number of CD-ROM ALs filed to date: 1300+

- AL, tariff sheets, workpapers uploaded to secure server

- Staff access to document via PAL database



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December 1, 2003

TD proposal for Executive Director (draft executive action resolution December 2003)

- Authorize deviations to GO96A for all telecommunications carriers to file CD-ROM advice letters

- Utility enters proposed filed/effective dates on tariff sheets

- Utility indicates e-mail address on PAL sheet to receive AL status certificate

- AL status certificate determines legal filed and effective dates for tariff sheets

- Utility corrects dates on tariff sheets as necessary

- Protest can be by letter, telegram, or e-mail within 20 days of filing notice posted in Commission Daily Calendar

- Service of ALs can be by e-mail (if utility and interested party concur)



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December 1, 2003

Current Goals

January 2004

- All telecommunications carriers file CD-ROM ALs
- ALs, tariff sheets, workpapers uploaded to secure Commission server
- AL status certificate e-mailed to Filer
- AL service by e-mail with mutual consent

Future Goals

Short term

- Carriers submit periodic copies of current tariffs on CD-ROM
- Carriers submit periodic copies of cancelled tariffs on CD-ROM

Long term

- TD posts current tariffs to CPUC server for public inspection/download
- TD posts cancelled tariffs to CPUC server for public inspection/download



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December 1, 2003

For all telecommunications carrier advice letter filings after
January 5, 2004, submit

- One paper copy of completed PAL summary sheet

- One paper copy of Advice Letter (no tariff sheets/contracts/workpapers)*

- One CD-ROM with

 - Content.txt file

 - PAL sheet

 - Advice Letter

 - Relevant tariff sheets

 - Relevant contracts

 - Relevant workpapers

*ILECS submit paper copy of all files on CD-ROM; all carriers supply paper copy of ICAs requiring Resolution per ALJ-181; one paper copy of exchange boundary maps larger than 8x11 1/2"; spreadsheets in Excel



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PAL summary sheet

www.cpuc.ca.gov/static/industry/telco/information+for+providing+service/alsummaryform.htm

AL status certificate sample

www.cpuc.ca.gov/PUBLISHED/REPORT/31896.pdf

CD-ROM file format and naming requirements

www.cpuc.ca.gov/PUBLISHED/REPORT/31585.htm

BREAK



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CD-ROM File Format and File Naming Requirements

Rules designed to permit efficient and uniform processing by CPUC staff independent of submitting utility

content.txt file is ***ESSENTIAL***

Designed to allow CPUC staff to link documents via PAL database to secure server

Process will be eventually automated

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December 1, 2003

1. General Rules

1A - Advice Letters may be submitted on CD-R or CD-RW

1B - The CD must be Windows PC compatible.

1C - All files that appear on the CD must appear at the root level of the CD (not in a folder).

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December 1, 2003

1. General Rules (cont.)

1D - All files must have a 3-digit extension. Extensions are not case sensitive. Extensions must be one of the following:

- • **doc** **Word document**
- • **txt** **text file**
- • **xls** **Excel spreadsheet**
- • **csv** **comma separated values file (comma delimited file)**
- • **pdf** **Adobe acrobat file**
- • **jpg** **JPEG image**

1E - All file names are limited to 12 characters before the file extension. Only letters, digits, and the underscore (_) are allowed before the file extension. Spaces are not allowed in file names.

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December 1, 2003

2. Content File

2A - Every CD must have exactly one content file on it.

2B - The purpose of the content file is to easily indicate to CPUC staff which files have been submitted on the CD. It is also used to link the documents (files) on the CD to the in-house Advice Letter document management system. Because of this, the file must conform to certain formatting requirements.

2C - The content file should be named: content.txt

2D - This file must be a text file (i.e., readable using Microsoft Notepad). This is necessary so that information can be easily extracted from this file without manual intervention.



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December 1, 2003

2. Content File (cont.)

2E - The content file contains two types of lines:

File Entries - Every file that appears on the CD must have a file entry in the content file. These lines will be used to automatically link the files to our Advice Letter document management system.

Comments – these are all of the other lines that are not file entries. They are not used to link files to our Advice Letter document management system, but may still contain useful information.

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2. Content File (cont.)

2F - File entries have the following format:

FILE_NAME *DESCRIPTION*

Where:

FILE_NAME is the actual name of the file on the CD

DESCRIPTION is a description of the file

FILE_NAME and *DESCRIPTION* are both required

2G - *FILE_NAME* must conform to rules 1D and 1E (section 1).

2H - There must be at least one space between

***FILE_NAME* and *DESCRIPTION*.**

***DESCRIPTION* may not be continued onto another line.**

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2. Content File (cont.)

2I - Important! If a line contains a valid file name (see rule 1D and 1E) and the file name is immediately followed by a space then the line will be treated as a file entry.

All other lines are treated as comments.



2. Content File (cont.)

2J - Examples of File Entries in Content Files

Example 1

AL123.doc Proposed Tariff

The file entry is valid.

The file name is: AL123.doc

The description is: Proposed Tariff

The file name is valid because

- the file name has a valid extension (see rule 1D)
- the file name is 5 characters and is composed of only letters and numbers (see rule 1E)

Example 2

“AL123.doc” Proposed Tariff

Although this appears to be a valid file entry, it is treated as a comment. Rule 21 requires the file name to be followed by a space. In this case, it is followed by a double-quote.

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December 1, 2003

Example 3

File 1 AL123.doc Proposed Tariff

Although this appears to be a valid file entry, it is invalid because it contains extra characters (e.g., 'File 1') before the file name (see rule 2F). No characters (other than spaces) may appear before the file name.

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December 1, 2003

Example 4

A20174.pdf

A9_17.pdf

SCHEDULE A-3

The line is valid although it shouldn't be.

The file name is: A20174.pdf

The description is: A9_17.pdf SCHEDULE A-3

Do not put two file names on the same line. The second one will be treated as part of the description.

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December 1, 2003

Below is an example of a valid content file.

Date: 04/21/2003
Advice Letter # A3467

List of files on this CD - contracts

content.txt	List of files on this CD
23687.pdf	Advice Letter and contract (redacted)
GO66C_23687.pdf	Contract (unredacted)
GO66C_23687.xls	Work Papers (cost ork/financials)



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CD-ROM Advice Letter Filing Workshop
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January 5, 2004

www.cpuc.ca.gov/PUBLISHED/REPORT/31880.htm